

**MINUTES OF MEETING OF BOARD OF SCHOOL TRUSTEES
OF
CLAY COMMUNITY SCHOOLS**

A Special Session of the Clay Community Schools Board of Trustees was held at the Central Administrative Office, 1013 S. Forest Avenue, Brazil, IN 47834, on Thursday, July 30, 2020. Kevin Kumpf, Michael Shaw, Lynn Romas, Charley Jackson, Andrea Baysinger, Tom Reberger, and Amy Burke Adams were present.

I. Call to Order

The special session meeting was called to order at 6:30 p.m. by Board President Tom Reberger.

II. Personnel

A. LEAVES OF ABSENCE

- | | | |
|------------------------------------|------|------------------|
| 1. Certified | | |
| a. FMLA/Maternity | CCHS | Taylor Childs |
| 2. Non-Certified | | |
| a. Employee Not Eligible for Leave | NCMS | Heather Bowman |
| b. Employee Not Eligible for Leave | NHS | Darla Scherb |
| c. Medical Leave of Absence | SE | Susie McCrocklin |

B. RETIREMENTS

- | | | |
|---|------|----------------------|
| 1. Certified | | |
| a. Principal | ME | Karen Phillips |
| <i>Effective at the end of the 2020-2021 school year</i> | | |
| b. 2 nd Grade Teacher | ME | Linda Grove |
| <i>Effective at the end of the 2020-2021 school year</i> | | |
| 2. Non-Certified | | |
| a. Instructional Assistant | NCMS | Diane Neice |
| <i>Effective immediately; will not be returning for the 2020-2021 school year</i> | | |
| 3. Place on Longevity Stipend (formerly Retirement Index) | | |
| a. English Teacher | NHS | Marvin "Brent" Roark |
| b. English Teacher | NHS | Kelly Welton |
| c. Kindergarten Teacher | ESE | Terri Potter |
| d. 1 st Grade Teacher | SE | Nona Lancaster |
| e. Math Teacher | CCHS | David Diel |
| f. Title I Teacher | ME | Jennifer Hawkins |
| g. 2 nd Grade Teacher | FPE | Becky Chrisman |

C. RESIGNATIONS

- | | | |
|------------------------------------|---------|-----------------|
| 1. Certified | | |
| a. Special Education Teacher | CCHS | Megan Ford |
| b. Speech-Language Pathologist | SP SERV | Lisa Hughes |
| 2. Non-Certified | | |
| a. 29-hour Instructional Assistant | JTE | Cheryl Dunigan |
| b. Bus Driver | TRANS | Bill McCullough |

c.	29-hour Instructional Assistant	ME	Allison DeWeese
d.	29-hour Instructional Assistant	NHS	Angela English
e.	School Nurse	ME	Charlene McKean
f.	6-hour Food Services	NHS	Jane Grounds
g.	29-hour Instructional Assistant	ESE	Kiaeshia Porter
h.	29-hour Instructional Assistant	CCE	Shanna Hogg
i.	29-hour Instructional Assistant	SE	Linda Redifer
j.	5-hour Food Services	NHS	Hutoka Kesler
3.	ECA Resignations		
a.	Girls' Tennis Head Coach	NHS	Emily Goff
b.	7 th Grade Volleyball Coach	NCMS	Heather Palmer-Keyes
4.	ECA Lay Coaches	None	
D.	TRANSFERS		
1.	Certified	None	
2.	Non-Certified	None	
E.	EMPLOYMENT		
1.	Certified		
a.	CTE Teacher	NHS	Jim Latta
b.	Guidance Counselor	NHS	Emily Rogers
c.	English Teacher	CCHS	Alison Whitman
d.	4 th Grade Teacher	VBE	Ethan Linton
e.	Special Services Teacher	CCHS	Danielle Pate
f.	6 th Grade E/LA Lab	NCMS	Courtney Shaw
2.	Non-Certified		
a.	185-day Custodian (29 hours)	ESE	David Marshall
b.	185-day Custodian	ESE	Robbie Ottinger
c.	185-day Custodian	ME	Jacqueline Anette Fisher
d.	15-hour Title I Preschool Instr. Asst.	ESE	Lynda Tomhave
e.	School Nurse	SE	Kimberly Herzog
f.	185-day Custodian	FPE	Eric Barnett II
g.	29-hour Instructional Assistant	NCMS	Jessica Butwin
h.	185-day Custodian	CCHS	Frankie Prouse, Jr.
i.	School Nurse	ME	Alexi Goda
F.	EXTRA-CURRICULAR		
1.	Certified		
a.	7 th Grade Head Football Coach	NCMS	Richard Dyar
b.	Assistant Cross Country Coach	NCMS	Ethan Linton
2.	Non-Certified		
a.	7 th Grade Volleyball Coach	CCHS	Bradi Oberholtzer
3.	Lay Coach		
a.	Percussion Director	CCHS	Justin Pavot
b.	Assistant Band Director	CCHS	Jonathon Allender
c.	Girls' High School Cross Country Coach	CCHS	Melanie Laswell

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|---|------|---------------------|
| d. Drill Team Instructor | CCHS | Emily Fatch |
| e. 8 th Grade Volleyball Coach | CCHS | Emily Rogers |
| f. Junior High Cross Country Coach | CCHS | Steve Cooper |
| g. Assistant Boys' Tennis Coach | NHS | Bryce Britton |
| h. Assistant Boys' Soccer Coach | NHS | David Joslyn |
| i. 7 th Grade Volleyball Coach | NCMS | Stacy (Long) Dotson |
| j. 50% Asst. 8 th Grade Football Coach | NCMS | Evan Rollings |
| k. 50% Asst. 8 th Grade Football Coach | NCMS | Jarrod Sampson |
| l. 8 th Grade Head Football Coach | NCMS | Brandon Rollings |
| m. 7 th Grade Assistant Football Coach | NCMS | Ed Deakins |
| n. Middle School Head Cross Country Coach | NCMS | Sam Brown |
4. Supplemental
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|----------------------------|-----|--------------------|
| a. Girls' Soccer Assistant | NHS | William Papinchock |
|----------------------------|-----|--------------------|

G. CHANGES

- | | | |
|--|------|--------------|
| 1. Certified | None | |
| 2. Non-Certified | | |
| a. 5.75 hr/day Food Services to 6 hr/day | SE | Anita Walker |
| 3. ECA | None | |

H. VOLUNTEERS

- | | |
|---|------|
| 1. Classroom | None |
| 2. Athletics/ECA | |
| <u>Clay City Jr/Sr High School</u> | |
| a. Hunter Wolfe – Boys and Girls Basketball | |
| <u>Northview High School</u> | |
| a. Terry Jeffers – Girls Cross Country | |
| b. Kaley Pettiford – Volleyball | |
| c. Heather Palmer-Keyes – Volleyball | |
| <u>North Clay Middle School</u> | |
| a. Evan Moore – Middle School Football | |

- | | |
|-----------------|------|
| I. TERMINATIONS | None |
|-----------------|------|

Dr. Shaw moved to approve the personnel items. Mr. Jackson seconded, and the motion was approved by a 7-0 vote. Following the vote, new hires Alison Whitman and Courtney Shaw, who were in attendance, introduced themselves.

III. Board Policy 8410 – Pandemic/Epidemic Events – Use of Face Coverings – Second Reading

Mrs. Adams moved to approve Board Policy 8410 – Pandemic/Epidemic Events – Use of Face Coverings. Mr. Romas seconded, and the motion was approved by a 7-0 vote.

IV. Board Policy 8170 – Stop the Bleed Program – First Reading

Superintendent Fritz noted that school corporations are required to adopt a stop the bleed policy, and the policy being recommended to the Board had been developed by ISBA. This was a first reading, so no vote was required. The policy will be brought to a subsequent meeting for a second reading and approval.

V. CCS Teacher Evaluation Plan – Revisions

Dr. Tim Rayle had provided information in the board packet in regard to the revisions to the CCS Teacher Evaluation Plan. The revisions reflect the legislative changes to state teacher evaluation requirements. The CCCTA Leadership had been informed of the revisions.

Mr. Kumpf moved to approve the revisions to the CCS Teacher Evaluation Plan. Mrs. Baysinger seconded, and the motion was approved by a 7-0 vote.

VI. Student Handbooks Changes

Information regarding the proposed changes to the student handbooks had been included in the board packet. Some of the changes included in the handbooks had been updated very recently and were related to COVID-19. Superintendent Fritz noted that it was vital for these changes to be approved prior to the start of the school year; therefore, it was requested that the second reading be waived, as per the Resolution for Suspension of School Board Policies Conflicting with Waivers or Extensions during the COVID-19 Pandemic that had been approved by the Board at the July 9, 2020, Regular Session.

Mr. Jackson moved to approve the student handbooks changes. Mr. Romas seconded, and the motion was approved by a 7-0 vote.

VII. Classified Handbook Revisions

Information regarding the proposed changes to the classified handbook had been included in the board packet. Some of the changes included in the handbook had been updated very recently and were related to COVID-19. Superintendent Fritz noted that it was vital for these changes to be approved prior to the start of the school year; therefore, it was requested that the second reading requirement be waived, as per the Resolution for Suspension of School Board Policies Conflicting with Waivers or Extensions during the COVID-19 Pandemic that was approved by the Board at the July 9, 2020, Regular Session.

Mrs. Adams moved to approve the classified handbook revisions. Mr. Kumpf seconded, and the motion was approved by a 7-0 vote.

VIII. Bus Driver Handbook Revisions

Information regarding the proposed changes to the bus driver handbook had been included in the board packet. Some of the changes included in the handbook had been updated very recently and were related to COVID-19. Superintendent Fritz noted that it was vital for these changes to be approved prior to the start of the school year;

therefore, it was requested that the second reading requirement be waived, as per the Resolution for Suspension of School Board Policies Conflicting with Waivers or Extensions during the COVID-19 Pandemic that was approved by the Board at the July 9, 2020, Regular Session.

Mrs. Baysinger moved to approve the bus driver handbook revisions. Mrs. Adams seconded, and the motion was approved by a 7-0 vote.

IX. CCS 2020-21 School Year Roadmap Update

Superintendent Fritz provided information in regard to recent revisions to the 2020-21 School Year Roadmap. He noted that the revisions reflected the requirements from Governor Holcomb's recent Executive Order 20-37, in particular the requirement for face coverings. He had worked closely on the revisions with the Clay County Health Department as well as Lynn Stoelting, the school corporation head nurse who is also on the Clay County Board of Health and serves as the liaison between the Health Department and the school corporation. Mrs. Stoelting works directly with Clay County Health Officer Dr. Camillo Mendoza and Clay County Public Health Nurse Kim Hyatt.

Following is a brief overview of the revisions to the Roadmap:

- The requirement for face coverings is for all students.
- On the opening page, the following wording was added: "Until such time as Governor Holcomb's Executive Order 20-37 – Face Covering Requirements is lifted, Clay Community Schools will not move into the Low/No Spread or the green risk level". Superintendent Fritz explained that the Roadmap has three columns indicating the risk level – green, yellow, and red. The school corporation will stay in at least the yellow column until the Governor's order is lifted.
- Some changes were made to the definitions page. Face coverings can include face masks or face shields. Superintendent Fritz noted that there were some exemptions; however, they were limited and required documentation. Exemptions included medical purposes, disabilities, eating and drinking, or when six feet of social distancing can be maintained.
- A link was added on the back-to-school face covering guidance for families. The link was from the Department of Education. Families have been encouraged to have students practice wearing face coverings at home.
- In the green risk level, this wording was added: "Face coverings may be required for all students, employees, and visitors".
- In the yellow and red risk levels, this wording was added: "Face coverings are required for all students, employees, and visitors". Using the recommendation from the Health Department, it was decided that face coverings would be good for younger students, for their health and for their fellow students and everyone in the school family.
- In the Preventative Measures section, a link was added from the Indiana Department of Health for self-screening at home. Self-screening will be required, and if parents find any symptoms at all related to COVID-19, they are to keep their child home and inform the school.

- On the Transitions page, the following words were added to the green level: “Develop plans and procedures in each school for students entering and exiting the building at the beginning and end of each day”. In the yellow level, this wording was added: “Develop restroom and water break guidelines and procedures and develop outdoor recess guidelines and procedures”. Superintendent Fritz noted that principals had done a very good job developing those, and the reason it wasn’t spelled out specifically was because all of the schools are different, so the principals made it applicable to their buildings.
- On the Transportation page, in the yellow level, “Face covering required for all students and bus drivers” was added.
- The Meals page mirrors the changes made on the other pages.
- On the Entering School Buildings page, “Visitor access to the building may be limited, and wearing face coverings are required for all visitors” was added to the green level.
- On the Large Gathering page, the following wording was added to the green level: “Abide by the maximum number of people allowed to congregate as defined by the Governor’s orders and the local Health Department”.
- On the Vulnerable Populations page, a link was added in order to provide more definitions and details.
- On the Athletics and Band page, the following wording was added: “Students, teachers, instructors, directors, coaches, trainers, volunteers, and other personnel, when not engaging in strenuous physical activity, shall wear a face covering unless six feet of social distancing can be achieved and maintained”. This wording was taken from the Governor’s Executive Order.
- On the When Someone Becomes Sick page, the Clay Community Schools COVID-19 hotline was added.

Superintendent Fritz pointed out that this would continue to be a fluid document and would continue to change throughout the school year; he looked for it to change on a pretty steady basis. He will keep the Board updated.

Superintendent Fritz noted that the Governor had extended the Stage 4.5 mandate for a few weeks, and that had been reflected in the school corporation’s plan and would continue to be reflected in the plan. He then offered time to Clay County Health Officer Dr. Camillo Mendoza, Clay County Public Health Nurse Kim Hyatt, and Corporation Nurse Lynn Stoelting to address issues regarding wearing a mask, social distancing, school closures, confidentiality, community spread, and risk level.

Lynn Stoelting first addressed the Board, sharing that the three of them had met yesterday and had talked about some of those things. She then gave board members a chart that will be used to determine if students need to be sent home and how long they would have to stay home. The information on the chart came from the Indiana State Department of Health. She shared that there had already been certain situations that they had to work through, and that will probably happen all year. They will work through them the best they can and make sure that everything is taken into consideration.

Next, she noted that the State Department of Health and the DOE had given them guidelines on who was to be considered close contacts, so they will be determining that. There is then a number they call to call in the contacts, and the State Department of Health will make that initial contact, either by text message or phone call. At that point, Mrs. Hyatt will get an Excel spreadsheet with information, and they will handle it from there. Mrs. Stoelting stressed that confidentiality would be key. They have talked about how to contact parents, and they have some ideas. Every situation will look different.

Dr. Mendoza addressed the issue of determining whether schools would be open or closed. He did not have a definite answer for that because it was going to vary, depending on the situation. He had sent a personal email to the State Health Department to ask what number they would be looking at to go from one stage to another, but he had not yet received a response. Dr. Mendoza stated that they would have to improvise, with sense, in terms of how to go from one stage to another. He noted that there really was no definite figure or definite factor that would determine one stage from another stage. Superintendent Fritz commented that it was safe to say that our health department takes a very conservative approach, which was on the side of health and caution and safety, and he appreciated that. He also appreciated the working relationship they had with Lynn Stoelting working directly with these individuals and being on the health board.

Mr. Jackson asked what would happen if a first-grader was ready to get on the bus and forgot his mask. Mrs. Stoelting replied that she was going to go through the many boxes sitting at the Forest Park Clinic and make bags of masks for each bus so the drivers will have a mask they can hand the child when they get off. She noted that the State Department of Health had actually sent the school corporation 10,000 masks, and there are others that the school corporation had purchased. She thought the school corporation was in good shape to get the school year off and furnish masks for kids who needed them.

Mr. Reberger shared a question that had been posed to him: May parents provide masks for their own individual student? Mrs. Stoelting replied that they hoped parents would. Mr. Reberger then asked to confirm there was no standard; if a student wanted pink butterflies on their mask, they could have them. Mrs. Stoelting confirmed that was correct.

Superintendent Fritz referred to Jesse Trunnell and his crew, noting that they had done a very good job cleaning the buildings. They have specific plans throughout the day, on a regular basis, including weekly and daily planning, to clean and disinfect and maintain. Mr. Trunnell has also done a good job ordering additional PPEs and cleaning supplies. Some supplies had been sent to organizations in the area that needed them over the summer, but Mr. Trunnell maintained a good stockpile and ordered more.

It was noted by Superintendent Fritz that even though the school corporation would be one of the first to open in our area, it would not be the first in the state. The school corporation is to open next Wednesday for students, with teachers coming back on

Monday, and Superintendent Fritz anticipates a good opening and is excited about seeing the kids back and getting back to a normal classroom. In his opinion, there is nothing, as far as education, that beats direct instruction, eyeball to eyeball from a teacher to a student. There is a virtual academy option in place, but it does not take the place of that teacher offering direct instruction to a student.

At this point, John Coughanowr and Kevin Ruhe of Coughanowr Insurance were given the opportunity to offer a statement. Mr. Coughanowr explained that he and Mr. Ruhe were the school corporation's agent representative for Liberty Mutual. They had been in contact with Liberty Mutual, and they do have a large team that has been doing nothing but tackling COVID-19. Liberty Mutual did issue a document regarding re-opening, and that document had been given to Superintendent Fritz. In addition, the school corporation's document on opening had been sent to Liberty Mutual, and they had reviewed that. Liberty Mutual couldn't say, per se, that they endorsed it, because they have lots of other school corporations, especially in Indiana, but they can look at them. They did look at this school corporation's document, and they didn't have anything bad to say about it at all. They said if there were any questions, they could address those on a case-by-case basis. Also, Liberty Mutual could not say every COVID thing was going to be covered; it all depends upon each occurrence and claim, as far as what actually happens. Liberty Mutual is available at any time to talk to and answer questions; they have a full team, and school corporations are one of their specialties.

Superintendent Fritz next pointed out that the Virtual Academy was a component of the Roadmap. As for the elementary Chromebooks, those had been ordered early; however, the Chromebooks were held up in U.S. Customs because they were coming from China. Mr. Milner has been working on getting those from another company, and he is optimistic the school corporation can get those in a relatively short period of time. They won't arrive in time for the start of school, but there is a contingency plan--the old laptops have been gone through, and they are ready to go.

Director of Human Resources Ernie Simpson and Director of Business Affairs Mark Shayotovich then offered a PowerPoint presentation regarding Virtual Academy staffing and personnel. A copy of the PowerPoint will become a part of the official minutes.

X. Adjournment

Having exhausted all agenda items, the meeting was adjourned at 7:16 p.m.

The meeting was audio recorded and copies may be requested by contacting the Central Administrative Office.